

RESOLUTION NO. 2022- 198

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, RECOGNIZING 2022 FEDERAL ELECTIONS SECURITY GRANT FUNDS AS UNANTICIPATED REVENUE; AND APPROPRIATING SUCH FUNDS WITHIN THE SUPERVISOR OF ELECTIONS' 2022 FISCAL YEAR BUDGET.

WHEREAS, the St. Johns County Supervisor of Elections has been selected to receive two Help Americans Vote Act (HAVA) Election Security Grants, which are federally-funded grants administered by the Florida Department of State, Division of Elections (“Department”); and

WHEREAS, the 2022 Election Security Grant awards are in the amount of \$11,194 and \$32,753; and

WHEREAS, when preparing the budget for Fiscal Year 2022 the County did not anticipate receiving proceeds from the Election Security Grants.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby adopted as legislative findings of fact and incorporated herein.
2. The Board of County Commissioners hereby recognizes the grant proceeds described herein as unanticipated revenue and directs the County Administrator, or designee, to appropriate the funds in the Supervisor of Elections' 2022 Fiscal Year budget for use consistent with the grant requirements.
3. To the extent there are administrative, typographical or scriveners' errors that do not substantively change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 7th day of June 2022.

[OFFICIAL SEAL]

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: Henry Dean
Henry Dean, Chair

ATTEST: Brandon J. Patty,
Clerk of the Circuit Court and Comptroller

By: Sam Halterman
Deputy Clerk



Rendition Date 6/9/22

Att 3

200.058
grant



**MEMORANDUM OF AGREEMENT
FOR 2022 NETWORK SECURITY ENHANCEMENTS
ELECTION SECURITY GRANT**

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, and **Vicky Oakes** Supervisor of Elections ("Sub-recipient") for **St. Johns** County, Florida. This agreement governs the receipt and use of federal funds as specified herein. Unless otherwise specified herein, all required submissions shall be through the Department of State Online Grants System. The grant will be identified as grant number

I. Governing Law

Grant funds are made available pursuant to Specific Appropriation 3062, Chapter 2021-36, Laws of Florida, to implement a network monitoring solution for the 67 county supervisor of elections offices in the ongoing effort to improve the administration of federal elections.

The Department of State is authorized to distribute to Florida's 67 county Supervisors of Elections a total of seven-hundred and fifty thousand dollars (\$750,000) in non-recurring funds for fiscal year 2021-2022 from the Federal Grants Trust Fund, pursuant to section 101 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.404 ("Help America Vote Act Requirements Payments").

I. Scope of Work and Deliverables

The maximum amount of the funds that may be received by a sub-recipient is \$11,194, subject to satisfying the requirements herein. An initial application for funds must be submitted through the Department of State Online Grants System no later than December 20, 2021 in order to be eligible for this subgrant.

A. Scope of Work

The Department of State and all 67 Supervisors of Elections are connected via a private network which currently receives enhanced security from the Department side. This funding is to allow Counties to implement similar security measures on the County side to bolster the security of FVRS across the State.

Covered expenses shall only include items or services purchased, including installation and completion of acceptance testing, in the eligible period.

Funds may be requested as either one of the following categories:

1. **Category 1: Hardware** This category of funds is to assist Counties who do not have appropriate hardware to deploy some form of next-generation firewall, intrusion prevention system, and/or zero-trust style technology. This may include network taps to feed ALBERT sensors additional data, small next-generation firewalls with monitoring capabilities, or related hardware solutions.
2. **Category 2: Software and Services** This category of funds is to assist Counties who may already have hardware in place to handle this concern continue the licensing costs around those devices, or

to cover the potential increased costs in ALBERT monitoring a County may incur as a result of the additional network data being fed to the sensor.

Request for reimbursement and/or advance payments for service may not exceed maximum allowable amounts within the grant period. For an advance payment request, a Sub-recipient shall submit a completed Letter of Need (Attachment B, incorporated by reference). Additionally, a Sub-recipient shall submit a completed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Attachment C, incorporated by reference).

B. Deliverables, Minimum Levels of Service, and Financial Consequences

Deliverable	Minimum Level of Service	Financial Consequences
1.	<p>Complete the package of requirements for the implementation of the Scope of Work.</p> <p>Funds may be requested as either one of the follow categories:</p> <ol style="list-style-type: none"> 1. Category 1: Hardware This category of funds is to assist Counties who do not have appropriate hardware to deploy some form of next-generation firewall, intrusion prevention system, and/or zero-trust style technology. This may include network taps to feed ALBERT sensors additional data, small next-generation firewalls with monitoring capabilities, or related hardware solutions. 2. Category 2: Software and Services This category of funds is to assist Counties who may already have hardware in place to handle this concern continue the licensing costs around those devices, or to cover the potential increased costs in ALBERT monitoring a County may incur as a result of the additional network data being fed to the sensor. <p>-if applicable- A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Attachment B). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred,</p>	<p>If Sub-recipient does not apply for grant funds by December 20, 2021, funds revert to the Election Security Fund.</p> <p>If Sub-recipient does not use funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted.</p>

	<p>whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	
2.	<p>Completion of minimum level of service for category for previous deliverable.</p> <p>The remaining funds may be requested as either one of the follow categories:</p> <p>Funds may be requested as either one of the follow categories:</p> <ol style="list-style-type: none"> 1. Category 1: Hardware This category of funds is to assist Counties who do not have appropriate hardware to deploy some form of next-generation firewall, intrusion prevention system, and/or zero-trust style technology. This may include network taps to feed ALBERT sensors additional data, small next-generation firewalls with monitoring capabilities, or related hardware solutions. 2. Category 2: Software and Services This category of funds is to assist Counties who may already have hardware in place to handle this concern continue the licensing costs around those devices, or to cover the potential increased costs in ALBERT monitoring a County may incur as a result of the additional network data being fed to the sensor. <p>-if applicable-</p> <ul style="list-style-type: none"> • A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Attachment B). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency. <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>If Sub-recipient does not apply for grant funds by December 20, 2021, funds revert to the State.</p> <p>If Sub-recipient does not use funds within the grant period, unexpended funds, include any interest accrued shall be returned to the Department at the same time the final expenditure report is submitted.</p>

III. Grant Period and Timeline

The grant agreement covers the period indicated below:

Date	Event
7/1/2021	Beginning period for expending reimbursement funds.
11/30/2021	Beginning period for expending advance funds
12/20/2021	<ul style="list-style-type: none">• Deadline to submit Dos Online Grants application• Beginning period for expending advanced funds.
3/31/2022	<ul style="list-style-type: none">• Deadline to expend funds eligible for reimbursement in accordance with plan.• Deadline to incur obligations eligible for advance payment in accordance with plan.• Deadline to expend advance funds.
6/31/2022	Deadline to submit a Final Expenditure Report/Expenditure Log using The Online Grants System and return any unspent advance funds, including accrued interest.

IV. Grant Submission/Application

To be eligible for the grant, Sub-recipient must submit an online grant application using the Department's Online Grants System as detailed in Section II. The amount awarded to each Sub-recipient will be based on the online application and the Department's assessment of the Sub-recipient's election security needs to be able to comply with Sub-recipient's executed 2020 Updated Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System.

V. Grant Expenditure Log and Final Expenditure Report

The Sub-recipient must submit an expenditure log demonstrating the use of grant funds prior to the release of any reimbursement payments. Each log must list all grant expenditures, including check numbers or transaction numbers, payees, dates of payment, check amounts, and associated Deliverables that support the satisfactory completion of services for each payment. The expenditure log details how grant funds were spent to achieve the deliverable(s) during the previous payment period. Expenditure logs will be submitted online with payment requests at www.dosgrants.com.

The Sub-recipient must submit a Final Expenditure Report using **the Online Grants System** along with supporting documentation evidencing allowable expenses no later than June 31, 2022. Further requirements are detailed in Deliverables within Section II. Documentation must account for all expenditures made from grant funds awarded under this agreement. Along with the report, Sub-recipient shall return any unspent advanced funds. All returned and/or unspent funds, including interest earned, shall revert to the Federal Grants Trust Fund. Any expense not accounted and verified for in the

supporting documentation in the expenditure log and/or final report shall be returned within 15 days of notice from the State.

Failure to comply with the deadlines to submit a final expenditure report and expenditure log and to return unexpended funds may affect eligibility for future awards.

VI. Restrictions

A. No lobbying

Sub-recipient shall not use any funds received hereunder to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This does not affect the right of the Sub-recipient, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.

B. Non-allowable expenses

If the Sub-recipient expends any funds on expenses that are not allowable, the Sub-recipient must reimburse immediately the funds to the Department, not otherwise expended for allowable costs, including any interest earned during the term of this agreement. Any funds determined, at any time, not to be expended in accordance with this agreement shall be returned, including any interest earned, to the Department within 30 days of written notice. All funds returned shall revert to the Federal Grants Trust Fund.

C. Interest-bearing account

The Sub-recipient must establish and maintain the grant funds in an interest bearing account in a "qualified public depository" as defined by section 280.02(26), Florida Statutes. The Sub-recipient must segregate the funds in a separate account established to hold only such funds. Sub-recipient must comply with the applicable requirements of chapter 280, including but not limited to:

- The execution and retention in your official records of a Public Deposit Identification and Acknowledgement Form.
- The submission each year by November 30th of a Public Depositor Annual Report to the Chief Financial Officer (DFS-J1-1009).

For more information refer to the Department of Financial Services Collateral Management for Governmental Units webpage or contact the Program Administrator at 850-413-3167.

VIII. Payments

A. Distribution

The Department shall determine eligibility and grant award amount based on a completed online application. Funds will then be distributed subject to whether the request is a reimbursement, advance or combination thereof. As applicable, funds will be distributed subsequent to the submission of a more detailed Election Security Improvement Plan using **Attachment A** with supporting documentation to supplement the online plan. The award date for the subgrant is the day the funds are transferred or distributed to the Supervisor.

B. Electronic Funds Transfer and Warrants

It is recommended that the Sub-recipient establish and/or use electronic funds transfer (EFT) to receive payment more efficiently and timely. All Sub-recipient wishing to receive funds through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services. To download this form visit <https://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>. This file also includes tools and information that allow you to check on payments. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts.

Sub-recipients without EFT capabilities may experience longer timeframes for payment by warrant.

IX. Monitoring, Audits, and Audit Reporting

The administration of resources awarded to the Sub-recipient may be subject to monitoring, audits and reporting requirements at the state and/or federal level. The Sub-recipient agrees to comply and cooperate with federal and state requirements for inspections, reviews, investigations, and/or audits including those deemed necessary by the Department, Inspector General, Chief Financial Officer, Auditor General and/or U.S. Election Assistance Commission. The Sub-recipient agrees to maintain records necessary to comply and to respond to such activities.

A. Department audit

The Department shall also conduct a limited scope post-grant audit of federal funds for six randomly selected Sub-recipients and may conduct more as needed. Sub-recipient agrees to comply with any additional instructions provided by Department staff to the Sub-recipient regarding such audit. If the Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Sub-recipient did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Sub-recipient must return or repay these federal funds in an amount sufficient to ensure or obtain compliance, including expenses for any corrective or remedial action, and interest earned or that may have been earned. If it is determined that funds have not been used accordingly, Sub-recipient shall return awarded funds up to the amount determined to not have been used, including interest that would have accrued.

B. Audit Requirements for Federal Financial Assistance

Audit Requirements for Awards of State and Federal Financial Assistance (Form DFS-A2-CL), (Attachment D), entitled is incorporated herein and made a part of this agreement. Upon ascertainment of the total Sub-recipient grant amount, the form will be finalized to be Sub-recipient specific.

Additional guidance to state and federal monitoring and auditing requirements may be found at <https://www.eac.gov/payments-and-grants/audits-resolutions>.

X. Record Retention

A. Maintenance of records.

The Sub-recipient shall retain accurate and detailed records sufficient to demonstrate its compliance with the terms of this agreement for five fiscal years from the date an audit report is issued. The Sub-recipient shall allow the Department or its designee, CFO, or Auditor General or auditor access to such records, including access to the audit working papers during such period unless otherwise extended.

B. Property Inventory

The Sub-recipient must also maintain appropriate property inventory. Inventory is required for property with a cost or value of \$5,000 or more at the time of acquisition in the applicable fiscal subgrant year. Federal regulations (2 CFR 200.313(d)(1)) state that "property records [purchased with federal funds] must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property." See also Rule 69I-73, Florida Administrative Code. A property inventory template is attached. (Attachment E). Such property inventory shall be maintained at the local level.

C. Sensitive and/or confidential information.


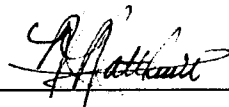
Documentation associated with this sub grant may contain sensitive and/ confidential information that is exempt from public records disclosure pursuant to Florida and federal laws including but not limited to Section 282.318, F.S. and the Cybersecurity Information Sharing Act (CISA).

X. Entirety of the Agreement

All terms and conditions of this Agreement are fully set forth in this document and its attachments and shall be governed by the laws of the State of Florida. The parties agree that proper venue will be in Leon County, Florida. This agreement is effective as of the date it is fully executed.

The parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

By County Supervisor of Elections/Sub-recipient By Department of State, Division of Elections

 Signature	 Signature
Name and Title Vicky Oakes Supervisor of Elections	Name and Title Maria Matthews, Director, Division of Elections

Address 4455 Avenue A #101 St. Augustine, FL 32095	Address R.A. Gray Building, Ste. 316 500 S. Bronough Street, Tallahassee, Florida 32399
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County FEID 59-6000825

Date 12/1/21	Date 1/18/2022
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Attachment A: 2021 Elections Security Improvement Plan - Subgrant 3 (Detailed)

If using this form, submit via secure site as directed.

County	St. Johns																			
Staff member completing report	Erica Ward																			
Date Submitted	12/2/2021																			
Total funds awarded by state to county		Reimbursement total:		Advancement total:																
Interest earned		Principal:		Interest:																
Total expenditures		Principal:		Interest:																
Funds to be returned		Principal:		Interest:																

Instructions: Complete categories in Section 2 as applicable. Each supporting document must be numbered sequentially to correspond to each entry below so that it is clear to which category the document applies. It also must be marked in a way that clearly delineates what was paid and requested to be reimbursed and/or advanced, when paid, etc. Reports will be returned if unclear, unorganized, or deficient in some other way which may delay the request for reimbursement and/or advance. The supporting documentation shall be electronically transmitted through a secure site in a prescribed time and manner by the Department for a determination of grant amount issued. Sub-recipient must provide information and documentation sufficient to support the request for reimbursement and/or advance including but not limited to, description of good/service, invoice number/purchase order, invoice/purchase order date, payment date, vendor/payee, proof of payment (receipt, bank/credit card statements, cancelled check), etc. Each supporting document must be numbered sequentially to correspond to each entry below so that it is clear to which category the document applies. It also must be marked in a way that clearly delineates what was paid and requested to be reimbursed and/or advanced, when paid, etc. Reports will be returned if unclear, unorganized, or deficient in some other way which may delay the request for reimbursement and/or advance.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Cybersecurity Category (Instructions group and number documents sequentially that apply to the category)	Items - Description - Good or Service Purchased	Vendor/Payee	Invoice/Purchase Order Number	Date of Invoice or Purchase Order	Deliverables - Scheduled Date	Payment/Check Date	Check Number/Credit Card Number/ Bank A/C Detail	Cost	Grant Funds Expended Advance Period	Grant Funds Expended Reimbursement	Total Grant Expended (Principal Interest)	Total Grant Interest Received	Total Interest Earned	Total Funds Expended

REMIT PAYMENT TO:

INVOICE

ACH INFORMATION:
THE NORTHERN TRUST
88 SOUTH LASALLE STREET
CHICAGO, IL 60678

E-mail Remittance To: achremittance@cdw.com
ROUTING NO.: 871000182
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91087



CDW Government
75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515



INVOICE NUMBER	INVOICE DATE	ORDER NUMBER
M860367	10/28/21	4321562
TOTAL	TAX	SALES TAX
\$14,007.80	\$0.00	\$0.00
DATE	AMOUNT DUE	
11/27/21	\$14,007.80	

RETURN SERVICE REQUESTED

SUPERVISOR OF ELECTIONS

CK# 596310

NOV 04 2021

dated: 11/22/2021

ST. JOHNS COUNTY

285 1 SP 0.530 E0285X 10435 D8278618888 82 P8618374 0001:0002



ST. JOHNS COUNTY SUPERVISOR ELECTIO
ACCTS PAYABLE
4455 AVENUE A STE 101
SAINT AUGUSTINE FL 32095-5200



CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

10/28/21	M860367	Net 30 Days	11/27/21
10/28/21	DROP SHIP-GROUND	20211028C01	4321562
4884469	PALO ALTO PREM SUP Manufacturer Part Number: PAN-SVC-PREM-850-R	1 1 0	1,976.14
4884466	PALO ALTO PANDB URL FILTER Manufacturer Part Number: PAN-PA-850-URL4-HA2-R	1 1 0	1,256.94
4884466	PALO ALTO THREAT PREVENT Manufacturer Part Number: PAN-PA-850-TP-HA2-R	1 1 0	1,256.94
4884469	PALO ALTO PREM SUP Manufacturer Part Number: PAN-SVC-PREM-850-R	1 1 0	1,976.14
6204800	PALO ALTO PA-850 DNS SEC SUB Manufacturer Part Number: PAN-PA-850-DNS-HA2-R Electronic distribution - NO MEDIA	1 1 0	1,256.94
5043951	PALO ALTO WILDFIRE PA850 HA2 SUB Manufacturer Part Number: PAN-PA-850-WF-HA2-R	1 1 0	1,256.94
6204800	PALO ALTO PA-850 DNS SEC SUB Manufacturer Part Number: PAN-PA-850-DNS-HA2-R Electronic distribution - NO MEDIA	1 1 0	1,256.94
4884466	PALO ALTO THREAT PREVENT Manufacturer Part Number: PAN-PA-850-TP-HA2-R	1 1 0	1,256.94
5043951	PALO ALTO WILDFIRE PA850 HA2 SUB Manufacturer Part Number: PAN-PA-850-WF-HA2-R	1 1 0	1,256.94
4884466	PALO ALTO PANDB URL FILTER	1 1 0	1,256.94

ACCOUNT MANAGER	SHIPPING ADDRESS
JOHN VRABLIK 312-705-9084 jvrab@cdw.com	ST. JOHNS COUNTY SUPERVISOR ELECTIO ACCTS PAYABLE 4455 AVENUE A # 101 SAINT AUGUSTINE FL 32095-5277
SALES ORDER NUMBER	
MLHZ358	

0121-54617
\$ 14,007.80
Vicky Oakes 11/3/21



0001-0007

Cage Code Number 1KH72
DUNS Number 02-815-7235
ISO 9001 and ISO 14001 Certified
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT credit@cdw.com
VISIT US ON THE INTERNET AT www.cdw.com

REMIT PAYMENT TO:

INVOICE

ACH INFORMATION:
 THE NORTHERN TRUST
 50 SOUTH LASALLE STREET
 CHICAGO, IL 60676

E-mail Remittance To: gachremittance@cdw.com
 ROUTING NO.: 071000152
 ACCOUNT NAME: CDW GOVERNMENT
 ACCOUNT NO.: #1057



CDW Government
 75 Remittance Drive, Suite 1515
 Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

SUPERVISOR ELECTIONS

NOV 04 2021

ST. JOHNS COUNTY

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
M860367	10/28/21	4321562
SUBTOTAL	SHIPPING	SALES TAX
\$14,007.80	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
11/27/21		\$14,007.80

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	Manufacturer Part Number: PAN-PA-850-URL4-HA2-R ***** Service Start Date Service End Date 10/09/2021 11/02/2022			

GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS	SUBTOTAL	TOTAL
JOHN VRABLIK 312-705-9084 vra@cdwg.com	ST. JOHNS COUNTY SUPERVISOR ELECTIO ACCTS PAYABLE 4455 AVENUE A # 101 SAINT AUGUSTINE FL 32095-5277		\$14,007.80
SALES ORDER NUMBER		SHIPPING	\$0.00
MLHZ358		SALES TAX	\$0.00
		AMOUNT DUE	\$14,007.80



265 1 SP 0.530 E0265X 00436 D8278618666 S2 P8618374 0002.0002

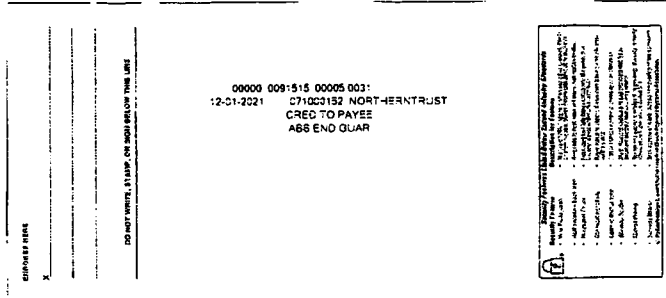
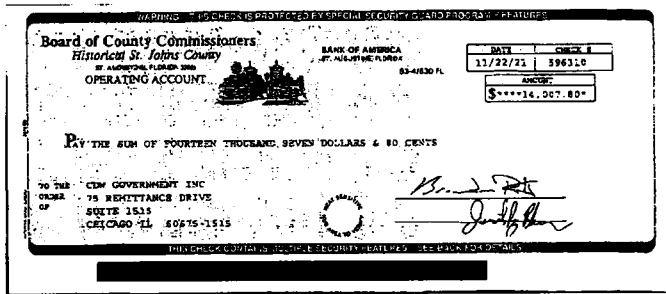
Cage Code Number 1KH72
 DUNS Number 02-615-7235
 ISO 9001 and ISO 14001 Certified
 CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
 PLEASE EMAIL US AT credit@cdw.com
 VISIT US ON THE INTERNET AT www.cdwg.com

Check Inquiry Summary



Account Number: [REDACTED]
Account Name: SJC GEN OPS MASTER ZBA
Bank ID: [REDACTED]



Check Details

Check Number: 596310 Amount: 14,007.80
Account Number: [REDACTED] Posted Date: 01-Dec-2021
Account Name: SJC GEN OPS MASTER ZBA Paid Date: 01-Dec-2021
Bank ID: [REDACTED]

Check Inquiry Summary



Account Number: [REDACTED]
Account Name: SJC GEN OPS MASTER ZBA
Bank ID: [REDACTED]

Electronic Endorsement Information

BOFD - Bank Of First Deposit

Bank Name: The Northern Trust Company
(BOFD)
Date: 01-Dec-2021
R/T: 71000152
Sequence Number: 03000834330974

Bank Name: The Northern Trust Company
Date: 01-Dec-2021
R/T: 71000152
Sequence Number: 000600485270

Bank Name: US Bank National Association
Date: 02-Dec-2021
R/T: 91000022
Sequence Number: 008950818183

Bank Name: Bank of America NA
Date: 01-Dec-2021
R/T: 111012822
Sequence Number: 009292282690

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vicky Oakes, Supervisor of Elections
Name and Title of Authorized Representative

Vicky Oakes, SOE 12/1/21
Signature Date



OPEN FOR EDIT BY STATE AGENCY USERS
AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Note: Rule Chapter 69I-5, Florida Administrative Code (F.A.C.), State Financial Assistance, incorporates this form as well as the regulations cited therein by reference in Rule 69I-5.006, F.A.C. Rule 69I-5.001, F.A.C., incorporates 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including Subpart F - Audit Requirements, 2018 Edition, and its related Appendix XI, Compliance Supplement, April 2017 and April 2018. The form and regulations can be accessed via the Department of Financial Services' website at <https://apps.fldfs.com/fsaa/>.

The administration of resources awarded by the Department of State to the Sub-recipient may be subject to audits and/or monitoring by the Department of State, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Part II: State Funded

Note: This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website- <https://www.whitehouse.gov/omb/office-federal-financial-management/>

2. Copies of financial reporting packages required by Parts I and II of this form, as well as the Single Audit Act Compliance Certification form, shall also be submitted by or on behalf of the recipient directly to each of the following:
 - a. The Department of State at each of the following addresses:

Department of State Online Grants System. The Single Audit Compliance Certification Form is available to complete under "Single Audit Act" tab within the system. The Financial Report must be uploaded through the system.
 - b. The Auditor General's Office at the following address:

Auditor General

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part V: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department of State.

Note: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers as prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

EXHIBIT 1

**Federal Resources Awarded to the Recipient
Pursuant to this Agreement Consist of the Following:**

1. Help America Vote Act – Catalog of Federal Domestic Assistance (CFDA) 90.404 HAVA Election Security Grants
Federal Program: Section 101 of the Help America Vote Act of 2002
Federal Agency: U.S. Election Assistance Commission
Award Amount: Needs based determination (Total sub grant award program for all Sub-recipients is \$3,475,000)

**Compliance Requirements Applicable to the Federal Resources
Awarded Pursuant to this Agreement are as Follows:**

1. CFDA Number 90.404, HAVA Election Security Grants
 - a. As authorized under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252 (HAVA) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 116-93), the purpose of this award is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements” to the systems, equipment and processes used in federal elections.
 - b. Award Sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).
 - c. Implement or have implemented the Drug-Free Workplace Requirements of 2 C.F.R. § 182.200 and comply with subpart C of 2 C.F.R. Part 180 – Debarment & Suspension.

Attachment E MOA 2021- (Grant No.)

A-1 2
200

Amendment #1 to Memorandum of Agreement for 2022 Election Security Funds – Network Security Enhancements Election Security Grant

This Amendment amends the Memorandum of Agreement for 2022 Election Security Funds Grant #22.e.es.200.058 between the State of Florida, Department of State, Division of Elections, hereinafter referred to as the "Division" and St. Johns County, hereinafter referred to as the "Grantee."

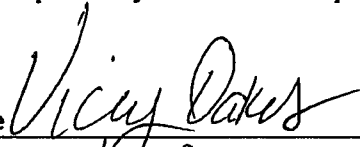
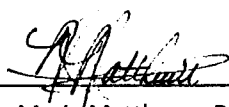
Specifically, due to a delay in legislative appropriation during the 2022 session, this amendment is needed to change dates in Section III (Grant Period and Timeline), Section IV (Grant Submission), and Section V. (Final Expenditure Report) to allow Grantee adequate opportunity to fulfill the award terms. Wherever the following dates appear in the specified in the original agreement as to certain activities, those dates are now changed to the extended (no later than) dates as noted in the table below. Initial dates remaining the same are included solely as point of reference.

Date	Event	Amended Date
7/1/2021	Beginning period for expending reimbursement funds.	Remains the same
11/30/2021	Beginning period for expending advance funds	Remains the same
12/20/2021	Deadline to submit Dos Online Grants application Beginning period for expending advanced funds.	Remains the same
03/31/2022	Deadline to expend funds eligible for reimbursement in accordance with plan. Deadline to incur obligations eligible for advance payment in accordance with plan. Deadline to expend advance funds.	6/1/2022
06/1/2022	Deadline to submit a Final Expenditure Report/Expenditure Log using The Online Grants System and return any unspent advance funds, including accrued interest.	6/15/2022

The parties now mutually agree to amended terms and conditions of the grant agreement as set forth herein. All other terms and conditions are fully set forth in the Memorandum of Agreement referenced above and its attachments and shall be governed by the laws of the State of Florida. This Amendment is effective as of the date it is fully executed by the undersigned officials as duly authorized.

By County Supervisor of Elections/Sub-recipient

By Department of State, Division of Elections

Signature 	Signature 
Name and Title <u>Vicky Dakes</u>	Name and Title <u>Maria Matthews, Director</u>
Address <u>Supervisor of Elections</u> <u>4455 Avenue A, Suite 101</u> <u>St. Aug, FL 32095</u>	Address <u>R.A. Gray Building, Ste. 316</u> <u>500 S. Bronough Street,</u> <u>Tallahassee, Florida 32399</u>
County FEID <u>59-0000825</u>	
Date <u>3/27/22</u>	Date <u>5/9/2022 (Funds released on 5/6/2022)</u>



AM 4
300.058
grant

**MEMORANDUM OF AGREEMENT
FOR 2022 ELECTION SECURITY ENHANCEMENTS
ELECTION SECURITY GRANT**

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, and Vicky Dakes Supervisor of Elections ("Sub-recipient") for St. Johns County, Florida. This agreement governs the receipt and use of federal funds as specified herein. Unless otherwise specified herein, all required submissions shall be through the Department of State Online Grants System. The grant will be identified as grant number _____.

I. Governing Law

Grant funds are made available pursuant to Specific Appropriation 3062, Chapter 2021-36, Laws of Florida, in the ongoing effort to improve the administration of federal elections through security enhancements.

The Department of State hereby establishes a subgrant program for the 67 county supervisors of elections. The Department of State is authorized to distribute to Florida's 67 county Supervisors of Elections a total of one-million and five-hundred thousand dollars (\$1,500,000) in non-recurring funds for fiscal year 2021-2022 from the Federal Grants Trust Fund, pursuant to section 101 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.404 ("Help America Vote Act Requirements Payments").

I. Scope of Work and Deliverables

Sub-recipient may apply for a 2022 ESF4 Grant for the purchase of goods and/or services based on the scope of work set forth in paragraph A. An initial application for funds must be submitted through the Department of State Online Grants System no later than February 7, 2022 in order to be eligible for a subgrant award.

A. Scope of Work

Sub-recipient's application for a 2022 ESF4 Grant is limited to the purchase of goods and/or services to address the Department's assessment of the Sub-recipient's election security needs to be able to comply with the 2020 Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System. Sub-recipient may request advance payment, reimbursement or a combination thereof.

Covered expenses shall only include items or services purchased, including installation and completion of acceptance testing, in the eligible period. Funds may be requested based on purchases of goods and/or services within one or more of the following categories:

Category 1: Multi-factor Authentication (MFA) and Access Controls: This category of funds is to assist Counties in implementing strong identity and authentication controls as defined by NIST and DHS in such publications as NIST SP 800-63. Example systems would include deploying multi-factor authentication for local workstations and cloud systems using hardware tokens such as YubiKeys or fingerprint readers. These types of solutions mitigate password theft attacks and prevent unknown

assailants from logging into systems by requiring additional security checks beyond just a username and password.

Category 2: Vulnerability Management: This category of funds is to assist Counties in implementing a vulnerability management program and to work towards the resolution of any vulnerable systems on their networks. This work could include deploying a vulnerability scanner or upgrading licenses on workstations and servers to supported and secure operating systems. This work limits Counties from unnecessary exposure that could be used by an adversary to abuse their systems or infect County networks with ransomware.

Category 3: E-Mail Security (Including DMARC): This category of funds is for Counties to implement strong mail security products including absorbing any costs involved in migrating to .GOV domains. Mail security that protects against phishing attacks through advanced features such as time of click protection, file analysis through sandboxing, and other security enhancements is critical in preventing ransomware attacks and blocking credential theft concerns.

Category 4: Network Hygiene, Segmentation, and Security: This category of funds is for Counties to work towards zero trust architecture and sturdy border defense between the SOE office and other County agencies which often do not have as stringent a security solution in place. These funds can be applied towards next-generation firewalls, upgraded switches, and network access control solutions that automate restrictions for non-compliant and insecure systems.

Category 5: Endpoint Hygiene and Security: This category of funds is for Counties to upgrade endpoint protection software allowing for automation in defense against malware and ransomware. Counties are encouraged to implement endpoint detection and response (EDR) systems in conjunction with the Center for Internet Security and other managed service offerings to block and limit the spread of malware across their systems. EDR solutions allow for rapid isolation of infected systems and triage work to begin before infections can spread.

Category 6: Physical Security and Other Needs: This category of funds is for Counties to improve the security of their facilities through the implementation and upgrade of badge access systems, security camera systems, fences, plexiglass shields, bollards, and other solutions to prevent unwanted physical access to sensitive. Counties may also use this category to request other security enhancements that may not fall cleanly into other categories such as managed security services, penetration tests, and tabulation system seals.

Category 7: Elections Security Equipment: This category is to address potentially outdated or insecure elections technologies such as pollbooks that need to be addressed before the completion of testing and lock out for the 2022 election cycle. Additional funds may be made available later to continue this effort, but those funds will not be available in a manner that aligns with the 2022 elections cycle. Counties may opt to apply for funding in this category primarily only if their latest Department assessment demonstrates minimal need on the FVRS security front.

Request for reimbursement and/or advance payments for service may not exceed maximum allowable amounts awarded within the grant period. For an advance payment request, a Sub-recipient shall submit a completed Letter of Need (Attachment B, incorporated by reference). Additionally, a Sub-recipient shall submit a completed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Attachment C, incorporated by reference).

B. Deliverables, Minimum Levels of Service, and Financial Consequences

Deliverable	Minimum Level of Service	Financial Consequences
<p>1.</p>	<p>Complete the package of requirements for the implementation of the Scope of Work.</p> <p>Funds may be requested as either one of the following categories:</p> <ul style="list-style-type: none"> Category 1: Multi-factor Authentication (MFA) and Access Controls Category 2: Vulnerability Management Category 3: E-Mail Security (Including DMARC) Category 4: Network Hygiene, Segmentation, and Security Category 5: Endpoint Hygiene and Security Category 6: Physical Security and Other Needs Category 7: Elections Security Equipment <p>-if applicable-</p> <p>A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Attachment B). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>If Sub-recipient does not apply for grant funds by February 7, 2022, funds revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted.</p>
<p>2.</p>	<p>Completion of minimum level of service for category for previous deliverable.</p> <p>Funds may be requested from within one or more of the following categories:</p> <ul style="list-style-type: none"> Category 1: Multi-factor Authentication (MFA) and Access Controls Category 2: Vulnerability Management Category 3: E-Mail Security (Including DMARC) 	<p>If Sub-recipient does not apply for grant funds by February 7, 2022, funds revert to the State.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, include any interest</p>

	<p>Category 4: Network Hygiene, Segmentation, and Security</p> <p>Category 5: Endpoint Hygiene and Security</p> <p>Category 6: Physical Security and Other Needs</p> <p>Category 7: Elections Security Equipment</p> <p>-if applicable-</p> <ul style="list-style-type: none"> • A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Attachment B). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency. <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>accrued shall be returned to the Department at the same time the final expenditure report is submitted.</p>
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III. Grant Period and Timeline

The grant agreement covers the period indicated below:

Date	Event
7/1/2021	Beginning period for expending reimbursement funds.
2/7/2022	<ul style="list-style-type: none"> • Deadline to submit Dos Online Grants application • Beginning period for expending advanced funds.
5/1/2022	<ul style="list-style-type: none"> • Deadline to expend funds eligible for reimbursement in accordance with plan. • Deadline to incur obligations eligible for advance payment in accordance with plan. • Deadline to expend advance funds.
6/30/2022	Deadline to submit a Final Expenditure Report/Expenditure Log using The Online Grants System and return any unspent advance funds, including accrued interest.

IV. Grant Submission/Application

To be eligible for the grant, Sub-recipient must submit an online grant application using the Department's Online Grants System as detailed in Section II. The amount awarded to each Sub-recipient will be based on the online application and the Department's assessment of the Sub-recipient's election security needs to be able to comply with Sub-recipient's executed 2020 Updated Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System.

V. Grant Expenditure Log and Final Expenditure Report

The Sub-recipient must submit an expenditure log demonstrating the use of grant funds prior to the release of any reimbursement payments. Each log must list all grant expenditures, including check numbers or transaction numbers, payees, dates of payment, check amounts, and associated Deliverables that support the satisfactory completion of services for each payment. The expenditure log details how grant funds were spent to achieve the deliverable(s) during the previous payment period. Expenditure logs will be submitted online with payment requests at www.dosgrants.com.

The Sub-recipient must submit a Final Expenditure Report using **the Online Grants System** along with supporting documentation evidencing allowable expenses no later than June 30, 2022. Further requirements are detailed in Deliverables within Section II. Documentation must account for all expenditures made from grant funds awarded under this agreement. Along with the report, Sub-recipient shall return any unspent advanced funds. All returned and/or unspent funds, including interest earned, shall revert to the Federal Grants Trust Fund. Any expense not accounted and verified for in the supporting documentation in the expenditure log and/or final report shall be returned within 15 days of notice from the State.

Failure to comply with the deadlines to submit a final expenditure report and expenditure log and to return unexpended funds may affect eligibility for future awards.

VI. Restrictions

A. No lobbying

Sub-recipient shall not use any funds received hereunder to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This does not affect the right of the Sub-recipient, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.

B. Non-allowable expenses

If the Sub-recipient expends any funds on expenses that are not allowable, the Sub-recipient must reimburse immediately the funds to the Department, not otherwise expended for allowable costs, including any interest earned during the term of this agreement. Any funds determined, at any time, not to be expended in accordance with this agreement shall be returned, including any interest earned, to the Department within 30 days of written notice. All funds returned shall revert to the Federal Grants Trust Fund.

C. Interest-bearing account

The Sub-recipient must establish and maintain the grant funds in an interest bearing account in a "qualified public depository" as defined by section 280.02(26), Florida Statutes. The Sub-recipient must segregate the funds in a separate account established to hold only such funds. Sub-recipient must comply with the applicable requirements of chapter 280, including but not limited to:

- The execution and retention in your official records of a Public Deposit Identification and Acknowledgement Form.
- The submission each year by November 30th of a Public Depositor Annual Report to the Chief Financial Officer (DFS-J1-1009).

For more information refer to the Department of Financial Services Collateral Management for Governmental Units webpage or contact the Program Administrator at 850-413-3167.

VIII. Payments

A. Distribution

The Department shall determine eligibility and grant award amount based on a completed online application. Funds will then be distributed subject to whether the request is a reimbursement, advance or combination thereof. As applicable, funds will be distributed subsequent to the submission of a more detailed Election Security Improvement Plan using **Attachment A** with supporting documentation to supplement the online plan. The award date for the subgrant is the day the funds are transferred or distributed to the Supervisor.

B. Electronic Funds Transfer and Warrants

It is recommended that the Sub-recipient establish and/or use electronic funds transfer (EFT) to receive payment more efficiently and timely. All Sub-recipient wishing to receive funds through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services. To download this form visit <https://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>. This file also includes tools and information that allow you to check on payments. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts.

Sub-recipients without EFT capabilities may experience longer timeframes for payment by warrant.

IX. Monitoring, Audits, and Audit Reporting

The administration of resources awarded to the Sub-recipient may be subject to monitoring, audits and reporting requirements at the state and/or federal level. The Sub-recipient agrees to comply and cooperate with federal and state requirements for inspections, reviews, investigations, and/or audits including those deemed necessary by the Department, Inspector General, Chief Financial Officer, Auditor General and/or U.S. Election Assistance Commission. The Sub-recipient agrees to maintain records necessary to comply and to respond to such activities.

A. Department audit

The Department shall also conduct a limited scope post-grant audit of federal funds for six randomly selected Sub-recipients and may conduct more as needed. Sub-recipient agrees to comply with any additional instructions provided by Department staff to the Sub-recipient regarding such audit. If the

Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Sub-recipient did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Sub-recipient must return or repay these federal funds in an amount sufficient to ensure or obtain compliance, including expenses for any corrective or remedial action, and interest earned or that may have been earned. If it is determined that funds have not been used accordingly, Sub-recipient shall return awarded funds up to the amount determined to not have been used, including interest that would have accrued.

B. Audit Requirements for Federal Financial Assistance

Audit Requirements for Awards of State and Federal Financial Assistance (Form DFS-A2-CL), (Attachment D), entitled is incorporated herein and made a part of this agreement. Upon ascertainment of the total Sub-recipient grant amount, the form will be finalized to be Sub-recipient specific.

Additional guidance to state and federal monitoring and auditing requirements may be found at <https://www.eac.gov/payments-and-grants/audits-resolutions>.

X. Record Retention

A. Maintenance of records.

The Sub-recipient shall retain accurate and detailed records sufficient to demonstrate its compliance with the terms of this agreement for five fiscal years from the date an audit report is issued. The Sub-recipient shall allow the Department or its designee, CFO, or Auditor General or auditor access to such records, including access to the audit working papers during such period unless otherwise extended.

B. Property Inventory

The Sub-recipient must also maintain appropriate property inventory. Inventory is required for property with a cost or value of \$5,000 or more at the time of acquisition in the applicable fiscal subgrant year. Federal regulations (2 CFR 200.313(d)(1)) state that "property records [purchased with federal funds] must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property." See also Rule 69I-73, Florida Administrative Code. A property inventory template is attached. (Attachment E). Such property inventory shall be maintained at the local level.

C. Sensitive and/or confidential information.

Documentation associated with this sub grant may contain sensitive and/ confidential information that is exempt from public records disclosure pursuant to Florida and federal laws including but not limited to Section 282.318, F.S. and the Cybersecurity Information Sharing Act (CISA).

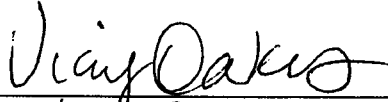
X. Entirety of the Agreement

All terms and conditions of this Agreement are fully set forth in this document and its attachments and shall be governed by the laws of the State of Florida. The parties agree that proper venue will be in Leon County, Florida. This agreement is effective as of the date it is fully executed.

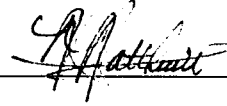
The parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

By County Supervisor of Elections/Sub-recipient By Department of State, Division of Elections

Signature



Signature



Name and Title

Vicky Oakes
Supervisor of Elections

Name and Title

Maria Matthews, Director,
Division of Elections

Address

4455 Avenue A #101
St. Augustine FL 32095

Address

R.A. Gray Building, Ste. 316
500 S. Bronough Street,
Tallahassee, Florida 32399

County FEID

59-6000825

Date

2-7-2022

Date

3/15/2022

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vicky Oakes, Supervisor of Elections

Name and Title of Authorized Representative

Vicky Oakes, Sup. of Elections 2/7/22

Signature

Date



**OPEN FOR EDIT BY STATE AGENCY USERS
AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE**

Note: Rule Chapter 69I-5, Florida Administrative Code (F.A.C.), State Financial Assistance, incorporates this form as well as the regulations cited therein by reference in Rule 69I-5.006, F.A.C. Rule 69I-5.001, F.A.C., incorporates 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including Subpart F - Audit Requirements, 2018 Edition, and its related Appendix XI, Compliance Supplement, April 2017 and April 2018. The form and regulations can be accessed via the Department of Financial Services' website at <https://apps.fldfs.com/fsaa/>.

The administration of resources awarded by the Department of State to the Sub-recipient may be subject to audits and/or monitoring by the Department of State, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Part II: State Funded

Note: This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website- <https://www.whitehouse.gov/omb/office-federal-financial-management/>

2. Copies of financial reporting packages required by Parts I and II of this form, as well as the Single Audit Act Compliance Certification form, shall also be submitted by or on behalf of the recipient directly to each of the following:
 - a. The Department of State at each of the following addresses:

Department of State Online Grants System. The Single Audit Compliance Certification Form is available to complete under "Single Audit Act" tab within the system. The Financial Report must be uploaded through the system.
 - b. The Auditor General's Office at the following address:

Auditor General

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part V: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department of State.

Note: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers as prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

AUDIT REQUIREMENTS FOR AWARDS OF
STATE AND FEDERAL FINANCIAL ASSISTANCE

EXHIBIT 1

**Federal Resources Awarded to the Recipient
Pursuant to this Agreement Consist of the Following:**

1. Help America Vote Act – Catalog of Federal Domestic Assistance (CFDA) 90.404 HAVA Election Security Grants
Federal Program: Section 101 of the Help America Vote Act of 2002
Federal Agency: U.S. Election Assistance Commission
Award Amount: Needs based determination (Total sub grant award program for all Sub-recipients is \$3,475,000)

**Compliance Requirements Applicable to the Federal Resources
Awarded Pursuant to this Agreement are as Follows:**

1. CFDA Number 90.404, HAVA Election Security Grants
 - a. As authorized under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252 (HAVA) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 116-93), the purpose of this award is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements” to the systems, equipment and processes used in federal elections.
 - b. Award Sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).
 - c. Implement or have implemented the Drug-Free Workplace Requirements of 2 C.F.R. § 182.200 and comply with subpart C of 2 C.F.R. Part 180 – Debarment & Suspension.

Att 1

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Amendment #1 to Memorandum of Agreement for 2022 Election Security Funds – Election Security Enhancements Election Security Grant

This Amendment amends the Memorandum of Agreement for 2022 Election Security Funds Grant (ESF4) #22.e.es.300.058 between the State of Florida, Department of State, Division of Elections, hereinafter referred to as the "Division" and St. Johns County, hereinafter referred to as the "Grantee."


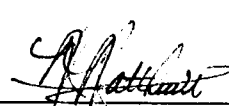
Specifically, due to a delay in legislative appropriation during the 2022 session, this amendment is needed to change dates in Section III (Grant Period and Timeline), Section IV (Grant Submission), and Section V. (Final Expenditure Report) to allow Grantee adequate opportunity to fulfill the award terms. Wherever the following dates appear in the specified in the original agreement as to certain activities, those dates are now changed to the extended (no later than) dates as noted in the table below. Initial dates remaining the same are included solely as point of reference.

Date	Event	Amended Date
7/1/2021	Beginning period for expending reimbursement funds.	Remains the same
2/7/2022	Deadline to submit Dos Online Grants application Beginning period for expending advanced funds.	Remains the same
5/1/2022	Deadline to expend funds eligible for reimbursement in accordance with plan. Deadline to incur obligations eligible for advance payment in accordance with plan. Deadline to expend advance funds.	6/15/2022
06/30/2022	Deadline to submit a Final Expenditure Report/Expenditure Log using The Online Grants System and return any unspent advance funds, including accrued interest.	Remains the same

The parties now mutually agree to amended terms and conditions of the grant agreement as set forth herein. All other terms and conditions are fully set forth in the Memorandum of Agreement referenced above and its attachments and shall be governed by the laws of the State of Florida. This Amendment is effective as of the date it is fully executed by the undersigned officials as duly authorized.

By County Supervisor of Elections/Sub-recipient

By Department of State, Division of Elections

Signature		Signature	
Name and Title	Vicky Oakes SUPERVISOR OF ELECTIONS	Name and Title	Maria Matthews, Director
Address	4455 Avenue A Suite 101 St. Augustine 32092	Address	R.A. Gray Building, Ste. 316 500 S. Bronough Street, Tallahassee, Florida 32399
County FEID	59-16000825		
Date	3/24/22	Date	5/9/2022 (Funds released on 5/6/2022)

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Erika Ward

From: Matthews, Maria I. <Maria.Matthews@DOS.MyFlorida.com> on behalf of DOEGrants <DOEGrants@Dos.myflorida.com>
Sent: Wednesday, May 11, 2022 9:32 AM
To: Erika Ward
Cc: Grabowski, Nicholas; Matthews, Maria I.
Subject: FW: Follow-up/ STJ County -Notice of Funds Availability for Election Security Grants
Attachments: STJ 22.e.es.300.058 ESF MOA Amend 1 - signed.pdf; STJ 22.e.es.200.058 MOA Amend 1 - signed.pdf; STJ_ESF G1 MOA#22.E.ES.200.058-signed.pdf; STJ_ESF G4 MOA# 22.E.ES.300.058-signed.pdf

Here are the documents we discussed.

From: Matthews, Maria I. **On Behalf Of** DOEGrants
Sent: Tuesday, May 10, 2022 7:27 PM
To: Oakes, Vicky <voakes@sjcvotes.us>
Cc: Grabowski, Nicholas <Nicholas.Grabowski@dos.myflorida.com>; White, Lorenzo A. <Lorenzo.White@dos.myflorida.com>; Barfield, Dan A. <Dan.Barfield@dos.myflorida.com>; Weaver, Michelle L. <Michelle.Weaver@dos.myflorida.com>; DOEGrants <DOEGrants@Dos.myflorida.com>; Matthews, Maria I. <Maria.Matthews@DOS.MyFlorida.com>
Subject: Follow-up/ STJ County -Notice of Funds Availability for Election Security Grants

Dear Supervisor Oakes,

The amount listed below for Election Security Enhancements (ESF 4 22.e.es.300.XXX) did not include the additive so your actual total award is \$32,752.13. We apologize for any confusion.

Respectfully,

Maria Matthews, Esq.
Division of Elections, Director
Florida Department of State

From: DOEGrants <DOEGrants@Dos.myflorida.com>
Sent: Tuesday, May 10, 2022 5:26 PM
To: Oakes, Vicky <voakes@sjcvotes.us>
Cc: Grabowski, Nicholas <Nicholas.Grabowski@dos.myflorida.com>; White, Lorenzo A. <Lorenzo.White@dos.myflorida.com>; Barfield, Dan A. <Dan.Barfield@dos.myflorida.com>; Weaver, Michelle L. <Michelle.Weaver@dos.myflorida.com>; Matthews, Maria I. <Maria.Matthews@DOS.MyFlorida.com>
Subject: STJ County -Notice of Funds Availability for Election Security Grants

Dear Supervisor of Elections Oakes,

As announced yesterday, the legislative appropriation was approved for released of funds. We are now moving forward with advance payments.

If you have signed up for Electronic Funds Transfer(ETF) you should be receiving your advance payment next week. If you do not, please send us an email at DOEGrants@dos.myflorida.com

As for those with reimbursements, we can now start processing your requests.

Election Security Grants-Below are the current timetables for expenditures and final reporting as is applicable for what you applied for and the amount you are receiving:

- **Network Security Enhancements (22.e.es.200.xxx) - \$11,194**
 - The deadline to expend funds eligible for reimbursement in accordance with plan - **6/1/22**
 - The deadline to submit Final Expenditure Report - **6/15/22**

- **Election Security Enhancements (ESF4 22.e.es.300.xxx) - \$ 20,000**
 - The deadline to expend funds eligible for reimbursement in accordance with plan - **6/15/22**
 - The deadline to submit Final Expenditure Report - **6/30/22**

Note

- Advanced items have already been purchased.
 - In this scenario we will treat it like a reimbursement which will be captured in the final report.

Points of Contact

For questions about allowable expenditures, direct your questions to Lorenzo White, 561-886-8197; back-up is Michelle Weaver (850- 245-6137) and Dan Barfield (850-245-6147). They can walk you through what would fall within the scope of allowable expenses specific to the objective and terms of the subgrants. We encourage that you call. *If you put anything in the email (which we do not recommend) that should or would be confidential and/or exempt from public records disclosure, please be sure to put a disclaimer to the effect 'This email may contain information that is confidential and/exempt from public records disclosure.'*

For all other questions or concerns, direct your question to Nicholas.Grabowski@dos.myflorida.com. The phone number is 850-245-6190.

Please share with relevant staff.

Thank you,
Nick

Nicholas 'Nick' Grabowski, FCCM
Financial Administrator- Grants, Purchasing, and Budget
Florida Department of State, Division of Elections
500 S. Bronough Street
Tallahassee, Florida 32399
850.245.6190